Employee Instructions for Setting up Direct Deposit

General Information

1. You may deposit to a maximum of five banks and/or accounts.
2. You must choose Balance for one of your banks/accounts for the deposit type. Balance indicates where the remainder of your check will be sent after distribution to the other accounts.
3. A Check Distribution Card will be required to setup a direct deposit if your bank is not in the City of Fresno Bank table.

To view, add, change or delete your Direct Deposit, Navigate to:
Self Service > Payroll and Compensation > Direct Deposit

On the direct deposit page choose either add account, delete or edit an existing account.
- Add account allows you to add a new account or bank.
- Delete will stop the associated direct deposit transaction.
- Edit will allow you to make changes to a current bank or account such as changes to the amount that you are depositing.

First Time Direct Deposit Users

If you currently do not use direct deposit the screen shown to the right will come up.

1. **Routing Number:**
   a. This is <u>always</u> the first series of numbers at the bottom of the check the bank provides for your use. This number may also be referred to as the transit number.
   b. Please verify the routing number with your bank if you are unsure about the number. If the routing number you enter is not on the City of Fresno bank table, you will be instructed to complete a Direct Deposit Enrollment Form, attach a voided check and submit it to the Payroll Department.

2. Account Number:
This number may be in 2 different places on the check. It will be either the second series of numbers or the third series depending on how your bank sets up its system. The important thing to remember is that one of the series of numbers will be the check number. Your account number will **not** include this number.

3. Account Type:
You have a choice of selecting either:
- Checking
- Savings

4. Deposit Type:
Do **not** change this field.
Having this field set at "Balance" ensures that you receive your entire check.

5. Amount/Percent:
b. Leave this field blank. Amount/Percent is not needed since the deposit type is set as "Balance".

6. Deposit Order:
Do **not** change this field.
If you choose to split your check between different bank accounts, this number must remain 999 to ensure that the balance of your check is deposited.

NOTE: If you set-up new accounts/banks for Direct Deposit a test will be sent to your bank first to verify the information and you may receive a check that must be deposited at the bank for one or two pay periods before your direct deposit is finalized.

When you are done, the page should look something like this:

Click Save.
You will receive the following message. Click OK.

Direct Deposit
Save Confirmation

✔ The Save was successful.
However, due to timing, your change may not be reflected on the next paycheck.
[OK]

Check Example

9999

:999999999: :999 999 999: 9999

Always the Routing Number   **Check Number**

Direct Deposit
Change Direct Deposit

Charlie Brown

Routing Number: 121042882   View check example
Bank Name: Wells Fargo Bank
Address:

Account Number: 7974658975
*Account Type: Checking

Amount/Percent:
Deposit Order: 999   (example: 1 = first account processed)

[Save]

* Required Field

You will now be able to review your direct deposit.

Direct Deposit
Charlie Brown

Review, add or update your direct deposit information.
Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order	
Checking	121042882	7974658975	Balance		999	Edit

[Add Account]   Pay Statement Print Option

Return to Direct Deposit Detail

To Add an Account

Click on Add Account

This screen will come up.

1. Routing Number:
   a. This is <u>always</u> the first series of numbers at the bottom of the check the bank provides for your use. This number may also be referred to as the transit number.
   b. Please verify the routing number with your bank if you are unsure about the number. If the routing number you enter is not on the City of Fresno bank table, you will be instructed to complete a Check Distribution Card, attach a voided check and submit it to the Payroll Department.

### 2. Account Number:
This number may be in 2 different places on the check. It will be either the second series of numbers or the third series depending on how your bank sets up its system. The important thing to remember is that one of the series of numbers will be the check number. Your account number will **not** include this number.

Check Example

999999999 — **Always the Routing Number**

9999 — **Check Number**
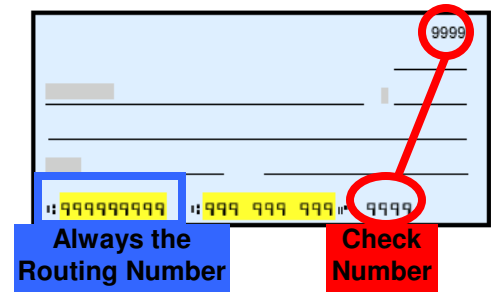
3. Account Type:
   You have a choice of selecting either:
   - Checking
   - Savings

4. Deposit Type:
   You have 3 options for this field:
   - Amount
   - Balance
   - Percent

   a. Since you can only have one balance row do not select it here. If you need to make changes to where the balance of your check is deposited, see Edit Account below.
   b. Only add an account when you want your check deposited into multiple bank accounts.

5. Amount/Percent:
   a. Use this field when you want a specific amount of money or percent of your check deposited into an account.
   b. Make sure the "Deposit Type" is either *Amount* or *Percent* and enter the amount or percent you would like deposited into this account.

Direct Deposit
Change Direct Deposit

Charlie Brown

Your Bank Information

Routing Number:	021000322	View check example
Bank Name:	Bank of America	
Address:		

Distribution Instructions

Account Number:	651854662
*Account Type:	Savings
*Deposit Type:	Amount
Amount/Percent:	200.00
Deposit Order:	1 (example: 1 = first account processed)

[Save]

* Required Field

Direct Deposit
Add Direct Deposit

Charlie Brown

Your Bank Information

Routing Number:	052002166	View check example
Bank Name:	Citibank,F.S.B.	
Address:	P O Box 18967	
	Rockville	
	MD 20036-0967	

Distribution Instructions

Account Number:	65498573
*Account Type:	Checking
*Deposit Type:	Percent
Amount/Percent:	45
Deposit Order:	2 (example: 1 = first account processed)

[Save]

* Required Field

NOTE: If you are adding a percentage you *must* change the percentages in the other accounts *first*. It will not allow you to save your changes if you do not do this. See "To Edit an Account" below.

6. **Deposit Order:**
    a. Use this field to determine what order you would like deposits made. When using the "balance" account type, the system will automatically assign it a priority of 999 to ensure that it is the last deposit processed.   For "Percent" and "Amount" account types, the lowest priority is the one that will be deposited first and so on in the order of priority with any remaining going into the balance account.
    b. You can check the order when you are back on the main direct deposit page by looking at the **Deposit Order** column. Use the "Edit" buttons if you need to make changes to the order.

Direct Deposit

Charlie Brown

Review, add or update your direct deposit information.

Direct Deposit Detail

Account Type	Routing Number	Account Number	Deposit Type	Amt/Pct	Deposit Order		
Savings	021000322	651854662	Amount	$200	1	Edit	Delete
Checking	052002166	65498573	Percent	45%	2	Edit	Delete
Checking	121042882	7974658975	Balance		999	Edit	

[Add Account]   Pay Statement Print Option

NOTE: If you set-up new accounts/banks for Direct Deposit a test will be sent to your bank first to verify the information and you may receive a check that must be deposited at the bank for one or two pay periods before your direct deposit is finalized.

To Delete an Account

Click on the yellow Delete pushbutton beside the account you wish to delete.

NOTE: You cannot delete the line that is set at "Balance" though you may change the account information by selecting "Edit". If you wish to stop Direct Deposit you must contact Payroll. The payroll clerk in your division will be able to get you the appropriate form.

To Edit an Account

Click on the yellow Edit pushbutton beside the account you wish to edit.

The page showing that information will come up.

Make the appropriate changes and select Save.

Direct Deposit
Change Direct Deposit

Charlie Brown

Your Bank Information

Routing Number: 021000322   View check example

Bank Name: Bank of America

Address:

Distribution Instructions

Account Number: 651854662

*Account Type: Savings

*Deposit Type: Amount

Amount/Percent: 200.00

Deposit Order: 1   (example: 1 = first account processed)

Save

* Required Field

Stop Receiving a Paper Pay Statement

| Checking | 121042882 | 794135495 | Balance | 999 | Edit |

Add Account   Pay Statement Print Option

Click on the "Pay Statement Print Option" link.

Direct Deposit
Pay Statement Print Option

Dena T Kalar

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

○ **Print my pay statement**

◉ **Do not print my pay statement. I will access my paycheck information online**

Save

Select "Do not print my pay statement. I will access my paycheck information online" and Save.

Return to Direct Deposit

If you have any questions, please contact the Payroll Department.